



CORRECTIONS AND REHABILITATION, DEPARTMENT OF
CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT
CANCELLED

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Wednesday, May 13, 2015
POSITION TITLE:	Chief Deputy Administrator, Correctional Program, CEA (Working Title: Chief Deputy Warden)	FINAL FILING DATE:	Continuous Filing
CEA LEVEL:	Chief Deputy Administrator, Correctional Program, C.E.A. (9691)	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,553.00 - \$11,083.00 / Month	BULLETIN ID:	05122015_10

POSITION DESCRIPTION

This bulletin cancels and supersedes any previously issued Chief Deputy Administrator, Correctional Program, CEA bulletins.

The Chief Deputy Administrator, Correctional Program (Working Title: Chief Deputy Warden), plans, organizes, directs, and coordinates all correctional, business management, work-training incentive, educational services and related programs within a correctional institution; directly supervises all institutional staff; serves as a member of the Warden's policy-setting executive staff; represents the Warden in policy and decision-making meetings within the institution, the department, and with other agencies and organizations; acts as the Warden in his/her absence; develops, interprets, and administers policies and procedures governing the operation of an institution; administers a comprehensive, long-range program for the custody, housing, classification, work, academic and vocational education and training, and discipline and appeals of inmates; administers the activities of inmates; administers the business management activities of the institution; administers the institution's programs for recruitment and selection, equal employment opportunity and labor relations; and coordinates the institution's programs with other institutions and department programs to ensure operational effectiveness.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

SPECIAL REQUIREMENTS

The Chief Deputy Administrator, Correctional Program, C.E.A. is a peace officer position; therefore, applicants are subject to meeting all peace officer requirements.

PEACE OFFICER REQUIREMENTS:

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

Age Limitation – minimum age for appointment: 21 years (Applicants must state birth date on application).

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy –influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the

organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program staff.

DESIRABLE QUALIFICATION(S)

1. Broad and extensive administrative experience managing a comprehensive program for the custody, housing, classification, work, academic and vocational education, discipline and appeals of inmates and offenders.
2. Experience in planning, organizing, directing, or coordinating major correctional programs, i.e., correctional business management, education, medical and allied services, or related programs which has lead to a broad based understanding of institutional operations.
3. Demonstrated experience in developing cooperative working relationships with advocate groups, employee organizations, multidisciplinary staff, and gain the confidence and support of top level administrators.
4. Well developed oral, written and interpersonal skills. The ability to interact and communicate effectively with inmates, staff, the public, other law enforcement and governmental agencies.
5. Ability to analyze complex problems and recommend and/or implement an effective course of action.
6. Demonstrated leadership, flexibility, and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of a Chief Deputy Warden.
7. Demonstrated experience in applying principles and techniques of personnel management and supervision, staff development, and position control.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

The Results of this examination will be used to fill this position and may be used to fill subsequent vacancies for this position or other vacancies for this classification within the department, for a period of up to twelve months. The additional position title(s) are listed below:

STATEWIDE - CONTINUOUS FILING

Names of successful candidates are merged into the list in order of final scores, regardless of dates. Eligibility expires 24 months after establishment of eligibility. Applicants will be eligible for reexamination once every six months. Testing cycles for this examination will be conducted on a quarterly basis. For information regarding the California Department of Corrections and Rehabilitation institution locations, please log onto www.cdcr.ca.gov. If you should have any questions regarding the examination process, please contact Toni Dodds at (916) 322-9223 or toni.dodds@cdcr.ca.gov.

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

FILING INSTRUCTIONS

Click [here](#) to go to Form 631 (Conditions of Employment).

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and cannot exceed four pages in length or be less than size 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- A resume that clearly addresses your experience with job titles, names, and addresses of employers, periods of employment, and education relevant to the minimum qualifications listed above.
- The desirable qualifications on the Statement of Qualifications **MUST** be addressed and numbered in the same order as is listed on the bulletin. You must provide specific examples.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**
- Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:
www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html
- A Conditions of Employment – Form 631 indicating employment location preference(s). (Form Attached)

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Executive Appointments Unit
P.O. Box 942883, Sacramento, CA 94283-0001
Toni Dodds | (916) 322-9223 | toni.dodds@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the Executive Appointments Unit, Office of Workforce Planning, 1515 S Street, Room 101-N, Sacramento, CA 95811.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s9/s9691.txt>